

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Tool Name: 13.X Fingerprinting LCPA and Residential Licensing/ Employment/ Volunteers/Contractors	Effective Date: TBD
	Reference: Ch. 13	Version: 1

Preparing Staff Fingerprinting

The agency will explain the following to staff:

1. The Indiana Department of Child Services (DCS) will require a Background Check on the following individuals:
 - a. Each applicant for a license.
 - b. Managers and directors of facilities where children will be placed.
 - c. Employees and volunteer who will have direct contact on a regular and continuing basis with children supervised by the applicant or facility.
 - d. Employees and volunteer of all DCS contractors who will have direct contact on a regular and continuing basis with children supervised DCS.
2. Fingerprinting must occur at an Indiana State Police (ISP) post.
3. Each person being printed must have a valid, government-issued identification document with them (i.e. driver's license, social security card, birth certificate, passport, visa, etc.)
4. There is a \$39 fee for each employee fingerprint card processed and a \$33 fee for each volunteer fingerprint card processed. See [Fingerprint Processing Cost](#) (in this document) for details.
5. The agency will provide each employee/volunteer with a copy of the Employee/Volunteer Form and Information Concerning Background Checks for LCPA and Residential Licensing/Employees/Volunteers/Contractors.
6. This form must be presented to the Indiana State Police (ISP) Post at the time of fingerprinting.
7. After taking the fingerprints, ISP will give the completed fingerprint cards back to the employee/volunteer. The employee/volunteer is responsible for returning the cards, along with the completed form (and payment, if applicable) to their employer or volunteer agency.
8. The employer/volunteer agency will send to the DCS Background Check Unit the following:
 - a. The completed Employee/Volunteer form.
 - b. The applicant fingerprint card.
 - c. The appropriate payment for each applicant fingerprint card to be processed.

Completing the Fingerprinting Forms

1. The employee/volunteer will initial all appropriate areas on the form "Information Concerning Background Checks for LCPA/Residential Licensing/Employment/Volunteers/Contractors"
2. The Agency completes the information inside the box titled "to be completed by Licensed Child Placing Agency, DCS Licensed Residential Care or Contract Personnel" on the top of the Employee/Volunteer Form.
3. The employee/volunteer completes all remaining information on the Employee/Volunteer form
4. The Agency provides the employee/volunteer with one photocopy of all completed forms and retains the originals for the licensing or contract file.

Where to Go for Fingerprinting

Fingerprints must be taken at an Indiana State Police (ISP) post. Visit www.in.gov/isp/districts/ to view a map of existing State Police Posts along with addresses and contact information.

At the Time of Fingerprinting

1. The employee/volunteer present themselves at the ISP post for fingerprinting and:
 - a. Inform ISP that they are there to be fingerprinted for the Department of Child Services.
 - b. Show ISP their forms.
2. ISP provides blank, pre-printed DCS fingerprint cards.
3. The individual being fingerprinted completes all required information on the top half of the fingerprint card including:
 - a. the reason being printed and the corresponding Indiana code cites which are listed below
 - i. Child caring institution IC 31-27-3-3
 - ii. Group homes IC 31-27-5-4
 - iii. Child placing agencies IC 31-27-6-2
 - iv. Contractors IC 31-27-3-3
4. The individual being fingerprinted must show valid identification.
5. ISP administers the fingerprinting.
6. Each individual who is being fingerprinted signs the fingerprint card.
7. ISP signs each fingerprint card and returns it to the individual, along with the individual's form.

Processing of Fingerprint Cards (for National Criminal History and Indiana State Juvenile History Reports)

1. After being fingerprinted at an ISP post, the employee/volunteer returns the completed fingerprint card, completed forms, and if applicable, payment, to their employer/volunteer agency.
2. The agency documents the date and time that the cards, forms, and if applicable, payment were received and carefully checks all forms for accuracy. See [Sample Fingerprint Log Sheet](#).
3. The agency mails all cards, forms, and if applicable, payment to: Policy Unit Background Checks, Indiana Department of Child Services, 402 W. Washington St. MS 08, Indianapolis IN 46204. *It will be necessary to use a sufficiently large envelope to avoid bending, creasing or folding the fingerprint cards. Cards cannot be processed if they do not arrive in good condition.*
4. The DCS central office policy unit delivers the cards to the ISP headquarters at Indiana Government Center North.
5. ISP headquarters forwards the fingerprint card to the Federal Bureau of Investigation (FBI). The FBI conducts the check and returns a report to ISP.
6. The DCS central office policy unit retrieves the Indiana State Juvenile History and National Criminal History reports from ISP headquarters when they become available (usually within a couple weeks).
7. The DCS central office background check unit evaluates the report. [10.X Evaluating Background Checks for Pre-Adoptive Placements and Home Studies](#), or [10.X Evaluating Background Checks for Adoption Finalizations](#), or [12.19 License Denials](#).

Fingerprint Processing Cost

The cost per individual (per fingerprint card) is \$39 for each employee and \$33 for each volunteer. A check or money order made payable to the "Treasurer of the State of Indiana" must be submitted to the DCS Central Office Background Check Unit with the applicant card. The individual should **NOT** submit this payment at the ISP post where the prints are taken. The Central Office Background Check Unit will return to the requesting agency any request for national fingerprint checks that do not have the appropriate payment attached.

Special Fingerprinting Issues

Unreadable Prints: For a variety of reasons, an individual's fingerprints may be unreadable. When this happens, ISP will send notification to the employer or volunteer agency. The individual will be asked to make a second attempt at being fingerprinted. If the second set of fingerprints are also unreadable, ISP will coordinate with the FBI to allow for a Name-Based National Criminal History Report to be generated without follow-up fingerprints.

Checking the Status of a Fingerprint-Based National Criminal History Report

To learn the status of a Fingerprint-Based National Criminal History Report, please contact the Central Office Background Check Unit.

Disclosing National Criminal History Check Information to the Subject of the Check

DCS may disclose the specific crimes that disqualified the applicant from licensure or employment. This information may only be disclosed to the subject of the check **if** the licensing or employment decision is challenged. The subject of the check may challenge the decision by asking for specific details of the crimes that resulted in the denial.